

## CORPORATE RELATIONS COORDINATOR

The American Society of Anesthesiologists® (ASA) is a medical association which serves a growing membership of more than 52,000 physician anesthesiologists, medical students and care team members. At ASA, we strive to be the best medical society in the world by offering superior educational opportunities and resources. At ASA we're collaborative, dedicated to our members, committed to excellence and continuously improving. As a testament to these values, we were named one of Chicago's Best & Brightest Companies to Work For® in 2017. To continue strengthening the organization, we're seeking individuals who are talented, knowledgeable, motivated and agile. If these qualities resonate with you, you may be the perfect addition to our growing staff!

### Position Summary:

The Corporate Relations Coordinator supports the department through administrative and operational responsibilities. The team oriented position requires strong interpersonal and organization skills in addition to oral and written communication abilities. In addition, the position has interdepartmental dependencies and requires working closely and synergistically with other ASA departments.

### Position Responsibilities:

- Provide operational and project support to the Senior Corporate Relations Manager and the department.
- Develop client facing correspondence, reports, proposals, surveys and other sales related materials.
- Coordinate fulfillment and track delivery of benefits within sponsorship agreements.
- Work with finance to ensure invoices are sent, monies are collected and subsequently credited to accurate sub accounts.
- Assist with research and sales development related projects.
- Coordinate and execute multiple aspects of department staff and client meetings.
- Utilize customer relationship management database to maintain information on accounts, contacts, opportunities and sales activities.
- Coordinate and support department efforts in the areas of group practice solutions and product development.

### Position Qualifications:

- Bachelor's degree in business or related field preferred.
- Minimum 2 years of experience in coordinator, operations or similar type or role required.
- Experience working for a medical association a plus.
- Computer proficiency in MS Office required.
- Experience using AMS systems (Personify), sales automation tools (i.e. Salesforce) and/or similar type of database(s) required.
- Effective problem solving, interpersonal, written and verbal communication skills required.
- Ability to multi-task and change course quickly.

Please email your resume to: [recruiter@asahq.org](mailto:recruiter@asahq.org)